

PLACER COUNTY CIVIL SERVICE COMMISSION MEETING
June 8, 1998

OPEN SESSION

I. ROLL CALL: Meeting was held in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA with four Commissioner's present. Commissioner Webber had to leave after closed session. Chairman Stockwin presiding.

CLOSED SESSION

OPEN SESSION - 6:30 P.M.

I. CLOSED SESSION REPORT: Chairman Stockwin announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54957. It was moved by LeDoux and seconded by Costigan that the merit increases be approved as recommended by the departments, with two of them be retroactive. Two were denied and are to be resubmitted in 90 days. Motion carried unanimously.

II. MINUTES OF PREVIOUS MEETING: Moved by Costigan and seconded by Besana, that the minutes of May 11, 1998, be approved. Motion carried unanimously.

III. PUBLIC COMMENT - None

IV: OLD BUSINESS - None

V. NEW BUSINESS:

A. Reclassification Request

1. Administrative Services - Systems Software Specialist to Network Systems Analysts I/II.

It was moved by Costigan and seconded by Besana to revise and retitle the classification specification for Systems Software Specialist, range 46.5 to Network Systems Analysts, range 48.0. Motion carried unanimously.

2. County Executive Office - Senior Admin. Clerk to Investigative Assistant.

It was moved by Costigan and seconded by LeDoux to approve the reclassification of one Sr. Administrative Clerk, range 34.0 to Investigative Assistant, range 38.0. Motion carried unanimously.

3. Planning - Administrative Clerk, Entry/Journey to Senior Administrative Clerk.

It was moved by LeDoux and seconded by Besana to approve the reclassification of one position of Administrative Clerk-Journey, range 32.0 to Senior Administrative Clerk, range 34.0, and approve the revisions to the

classification specification of Board/Commission Clerk.
Motion carried unanimously.

4. Public Works - Maintenance Worker/Equipment Operator
to Engineering Aide.

It was moved by Besana and seconded by LeDoux to approve the reclassification of one Maintenance Worker/Equipment Operator, range 35.5/38.0 to Engineering Aide, range 36.0 and to approve and adopt the revision to the classification of Engineering Aide. Motion carried unanimously.

Secretary, Entry/Journey to Administrative
Secretary.

It was moved by Besana and seconded by Costigan to approve the reclassification of one Secretary - Entry/Journey, range 30.5 to Administrative Secretary, range 36.5. Motion carried unanimously.

B. Work Out Of Class Extensions

It was moved by Costigan and seconded by Besana to approve the Work Out Of Class extensions as presented in the staff memo. Motion carried unanimously.

C. Extra Help Extensions

It was moved by LeDoux and seconded by Costigan to approve the Extra Help extensions as presented in the staff memo. Motion carried unanimously.

VI. LEAVES OF ABSENCE - As an information item only, the Commission was advised of the Leaves approved by the Personnel Director.

VII. COMMUNICATIONS

A. Provisional Appointments - Eight

B. Staff Reports and Correspondence

VIII. ADJOURNMENT - There being nothing further to come before the Commission, the meeting was adjourned. The next regular meeting will be held at 6:30 PM, on **Monday**, July 13, 1998, in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION



WILL STOCKWIN, CHAIRMAN



CAROL BRAUN, EXECUTIVE SECRETARY